Present:
Trustees: Patricia Barstow (Chair), Tara Picciano (Vice Chair), Mark Branoff (Treasurer), Cathy Robertson-Souter (Recording Secretary), Michelle Stith (Acting Correspondence Secretary)
Absent: Peter Tousignant (Correspondence Secretary), Karen Marcil (Assistant Treasurer)

Library Director – Carl Heidenblad
Assistant Directors– Diane Mayr, Sylvie Brikiatis

Call to Order:
The meeting was called to order at 7:05 p.m.

Minutes for meetings of January 12, 21065, were approved.

Gifts: Received in December from the account of Thomas and Patricia Barstow, a $250 contribution to the Anne R. Barstow Named Fund.

Motion: M. Branoff made a motion to accept the gift in the amount of $250. T. Picciano seconded motion. Vote: 5-0 approved.

Correspondence: Shepherd’s Pantry sent a letter thanking the library for a donation of $70 raised by the Teen Read-a-thon program. Individual thank you notes were also sent by library staff to each teen who participated.

Reports:

FLOW Report: no report from FLOW.


Director’s Report: C. Heidenblad reported that the solar energy proposal from Revision Energy was received and that a roof replacement was recommended before installation of roof solar panels. He is now looking at having roofers look at the job to see if/when the roof will need replacing.

The interior painting is scheduled to begin on March 1st

The library purchased a new computer for reference and interlibrary loans to replace one that had died and a new laptop for S. Brikiatis.

The building saw two issues this month: a flood of 3.5 inches of water in the staff room and the toppling of the mailbox and newspaper delivery boxes by a snowplow.

Building maintenance currently handled in conjunction with the town’s maintenance needs will need to be discussed in future as the town’s maintenance department has seen cutbacks that could affect its ability to handle maintenance of the library building. This could result in a need for hiring an outside agency or some other method of handling maintenance.
Unfinished Business:

Endowment Committee Report: Committee met to discuss letter from town lawyer regarding using Windham Endowment to handle Named Fund donations. Modifications to the Named Fund supporting documents were discussed and will be presented to the board in future. Several questions had come up which will be answered by the WE. A second letter from the town lawyer asked that all paperwork be forwarded to the state Attorney General to ensure the library is working within existing laws governing donations to libraries.

New Business:

Strategic Plan: Mid-year review of strategic plan was discussed with updates to action items.

1.2 - Carl is looking at a variety of services. NH Downloadable Books jus added magazines to consortium.

1.4 - Suggestion made to use online services such as Mailchimp to do a customer survey rather than attempting to use Google forms.

1.6 - The Windham Independent has been digitized up to 2013. The next round will take the following several years and do them at one time rather than doing the project year-to-year. Now looking at a quote for digitizing the town’s annual reports.

3.2 - Project now running with teens offering technology help to other patrons. The new CASSIE technology has been successful.

3.5 - 3M has been successful and easier to use than NH Downloadable books. Still open to new ebook outlets.

4.1 - Always working towards this

4.5 - There have been many re-organization changes happening with staff and responsibilities. Another retirement pending and staff stepping up to new challenges.

5.4 - Carl will work on putting together checklist for maintenance schedule for April or May meeting

6.2 - Marketing committee will set up a meeting to discuss events and plans for PR of library over and above staff-led programming.

6.3 - School liaisons working well and looking to do more with Center School

6.2 - in weekly meeting

7.1 - Not done yet

7.2 - working on it

7.3-7.5 - Donations from larger and smaller donors not addressed yet - will wait until relationship with WE is set up.

Donation: Derry Medical Center has contacted C. Heidenblad about a $1,000 donation they would like to give to the library. Discussion ensued about where the money would be placed or how used. Suggestion made to have it go to Windham Endowment Named Fund, although that may not be ready when DMC is ready to cut a check. Suggestion made to use money to increase audio book selection through 3M. Another suggestion made to accept this amount and, inform DMC that future donations would be placed with the Windham Endowment.

Marketing: C. Robertson-Souter suggested we submit a press release to local papers letting them know that the fiscal year ended under budget and that the 2016 proposed budget is less than 2015’s appropriated budget. She will draft a release for input.

Non-public Session:
C. Robertson-Souter motioned to go into non-public. Seconded by T. Picciano. Vote taken: Patricia Barstow
Return to public session:
T. Picciano motioned to go out of non-public. Seconded by M. Stith. Vote taken: Patricia Barstow (yes), Tara Picciano (yes), Mark Branoff (yes), Cathy Robertson-Souter (yes), Michelle Stith (yes)

Announcements:
  Tuesday, February 23, is the Women’s Club’s Candidate’s Night
  Town elections will be March 8.

Adjournment:

The next scheduled Trustee’s Meeting will be held Tuesday, March 15, 2016, at 7:00 p.m.

The meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Cathy Robertson-Souter
Recording Secretary

Approved - 3/15/16